

Submitting an Agreement in MyRA

1. The individual designated as the Principal Investigator in a MyRA agreement has the permission to submit an agreement to the Office of Sponsored Programs.

Basic Information

1. * **Select the Principal Investigator** (If you can't find the PI, contact the Office of Sponsored Programs at myrahelp@pitt.edu):

*Tip: Type the last name in the box below **OR** click "Add" to select from a complete list of names* ?



| Name | E-mail | Phone |
|-------------|--|----------------|
| Eric Larson | elarson@pitt.edu | (412) 624-7420 |



2. Complete all required SmartForms. The Additional Information SmartForm is where the Finish and Submit activity is located.

- * **Does the PI have any specific areas of concern with any of the language in this Agreement?**

☐ Yes

☐ No

[Clear](#)

If yes, please explain:

- * **Does the PI want to review the final draft of the contract before it is signed?**


☐ Yes

☐ No

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3. The Principal Investigator will have permission to select Finish and Submit provided the agreement forms are error free.

 Exit

 Save

Finish and Submit

4. Clicking Finish and Submit will route the agreement to the Office of Sponsored Programs.